

**Latin American Jewish Studies Association
XVII International Research Conference (2015)
Call for Venue Proposals**

The LAJSA Executive Board wishes to extend a call for proposals to institutions with an interest in hosting the XVII International Research Conference, which will take place in June-July 2015.

In order to evaluate each institution as a viable conference venue, the proposal should address the following:

- Physical space for the conference. How many meeting rooms are available and in what proximity to one another are they? Can the space accommodate concurrent sessions? Is there space for large (opening and closing events) and small (sessions) meetings?
- Is there technology and technology support available? Computers, monitors, projectors, and software that will support Microsoft Office (Word, PowerPoint, etc)? Is there wi-fi available, and if so is it available cost-free to conference participants?
- What kind of housing accommodations are available? Is there a variety of hotels near the conference site? What would be the average cost per night?
- Is the conference site easily accessible in terms of transportation? What is the closest airport? What transportation options are there for transport to/from the airport and to/from hotel(s) to conference site?
- What are the options for food near the conference venue? Are there restaurants, cafes, university dining halls, that are available to conference participants even on Sunday?
- Detail all projected expenses (rough estimate) associated with the conference and which the host institution is typically responsible for funding:
 - Refreshments for opening event, breaks between sessions.
 - Do you plan on organizing a meal (lunch or dinner) for all participants? What will be the cost of catering?
 - Custodial services.
 - Music/entertainment for any special event.
 - Costs for conference program, name tags, posters, graphic design, participant tote bags with conference and local information, etc.
 - Assistants (student or otherwise) to help with conference logistics before and during the conference.
** Some of these expenses will be defrayed by the registration fee, but it will not be sufficient to cover all conference costs.*
- LAJSA typically takes on the responsibility of covering the following costs associated with the international conference:
 - Honorarium and hotel/travel expenses for keynote speaker.
 - Travel grants.
 - Book/dissertation awards.
- Who will be the person in charge of organizing the conference and the hosting institution? What kind of institutional support is there, both financially and in terms of manpower?

Please submit your hosting proposal to the LAJSA Venue Committee (ambrotsky@smcm.edu and lockhart@unr.edu) no later than November 30, 2013.